

**Summary of the
NELAC Program Policy and Structure Committee
July 23, 1997**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Wednesday, July 23, 1997, at 1:00 p.m. EDT. The meeting was led by its chair, Dr. Kenneth W. Jackson of the New York State Department of Health. The purpose of the meeting was to discuss future committee member replacements and to strategize for the committee's working session at the NELAC Third Annual Meeting in Dallas. A list of action items is provided in Attachment A. A list of teleconference participants is given in Attachment B.

PROPOSED NON-ENDORSEMENT STATEMENT

Ms. Jeanne Mourrain, NELAC Director, described the need for a statement to be added to Chapter 1 of the NELAC Standards regarding EPA endorsement of NELAC and/or the National Environmental Laboratory Accreditation Program (NELAP). It was agreed that the proposed statement, "Note that any reference to NELAP approval or NELAP accreditation means that the accrediting laboratory or accrediting authority meets the requirements in the NELAC Standards, and is not an endorsement by EPA", be added to the lone sentence constituting Section 1.1.4. The intent of the statement is to remove from EPA any liability arising from the actions or activities of any accreditation body or accreditation authority.

REPLACEMENT OF COMMITTEE MEMBERS

Dr. Jackson reviewed with current committee members the need to appoint new members to replace three individuals who will step down from the Program Policy and Structure Committee in the near future. Dr. Jackson will soon resign because he has been nominated to be Chair-Elect of NELAC and, as such, cannot serve on a committee. Dr. Henry Bradford and Ms. Pat Royal have already tendered their resignations from the committee.

Dr. Robert Stephens has already been named to replace Dr. Jackson, will serve a five-year term, and will serve as Chair. Discussion ensued concerning the attributes of candidates vying for the other two anticipated vacancies. It was agreed by committee members that Mr. Tito O. Madrid, Director of Field Operations for the New Mexico Environment Department be asked to replace Dr. Bradford and to serve a term of three years. It was also agreed that Dr. Abdul-Mehdi S. Ali, Laboratory Director for the Frank Hernandez Environmental Laboratory at the Texas A&M University, be asked to replace Ms. Royal and to serve a term of five years. Dr. Jackson will extend a written invitation to each immediately and will also prepare letters of appreciation for Dr. Bradford and Ms. Royal.

STRATEGIZING FOR THE NELAC THIRD ANNUAL MEETING

Dr. Jackson reminded committee members that the Program Policy and Structure Committee will meet in working session from 12:30 to 5:00 p.m. CDT on Tuesday, July 29, 1997 at the NELAC

Third Annual Meeting in Dallas. Three items to comprise the agenda for the working session were agreed upon by committee members. The items, in proposed order of presentation, are: a) a review of comments from the Coordinating Committee that may impact Chapter 1; b) a review of changes to the Constitution and By-Laws made in response to comments from the NELAC Second Interim Meeting in Bethesda, Maryland in February; and c) a review of the changes currently proposed or made to Chapter 1 in response to comments from the Bethesda meeting. Only additional substantive issues from those modified sections or other sections of Chapter 1 of the Standards will be addressed at the Annual Meeting; additional editorial changes will be made after the Annual Meeting. Dr. Jackson anticipated few of either.

Dr. Jackson indicated that he had not received the Coordinating Committee comments pertaining to Chapter 1 and Ms. Mourrain promised to forward a copy immediately. She asked Dr. Jackson to resolve as many of the issues stemming from the Coordinating Committee comments as possible prior to the Annual Meeting. Dr. Jackson then summarized for committee members the changes made to Chapter 1. It was agreed that Dr. Jackson would present Chapter 1 for a vote on a whole-chapter basis if at all possible and not on a section-by-section basis. It was also agreed that Dr. Jackson would present the Constitution and By-Laws for vote prior to presenting Chapter 1.

OTHER BUSINESS

There being no other items of old or new business, the teleconference was adjourned at 2:20 p.m. EDT.

ACTION ITEMS
Program Policy and Structure Committee Teleconference
July 23, 1997

Item No.	ACTION	Date Completed
1	Dr. Jackson will extend written invitations for Mr. Tito Madrid and Dr. Abdul-Mehdi Ali to become members of the Program Policy and Structure Committee.	
2	Dr. Jackson will prepare letters of appreciation for the committee service of Ms. Pat Royal and Dr. Henry Bradford.	
3	Ms. Mourrain will provide a copy of the comments of the Coordinating Committee to Dr. Jackson immediately.	

LIST OF PARTICIPANTS
Program Policy and Structure Committee
July 29, 1997

Name	Affiliation	Phone Numbers
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